

**Minutes of the Whangarei Theatre Company Executive Committee Meeting  
Held at Riverbank Centre on 20<sup>th</sup> July 2015**

The meeting commenced at 6.30pm.

**PRESENT:** Eilean Rawson, Tane Davis, Jason Riggir, Marjorie Bowdler, Graham Franks, Alison Thomson, Barbara Trimmer, Clair Montgomery, Deanne Heta, Ian Page, Laura Thomson, Michelle Briggs, Penny Mashlan.

**APOLOGIES:** Pamela Black

<b>MINUTES OF THE PREVIOUS MEETING:</b>	<b>ACTION</b>
<p><b>MOTION:</b> Marj moved and Ian seconded that they be accepted as a true and correct record of the meeting. <b>Carried</b></p> <p><b>MATTERS ARISING – Task Sheet</b></p> <ul style="list-style-type: none"> <li>• Power company Flick do not have a contract with Northpower so unable to provide supply.</li> <li>• Contact Mayor regarding dates for Silly Old Buggers and request an update on the progress of the contract for the car park.</li> <li>• Macsway scaffolding quote done.</li> <li>• RisingStarz – completed contract for rehearsal sessions and moved in props / gear / wardrobe items.</li> <li>• Go ahead with genie in-house training for Ian and Alison by Jason.</li> <li>• Finlayson Street wardrobe lock to be fitted.</li> <li>• Newsletter due – include working bee</li> </ul>	<p><b>Marj</b></p> <p><b>Marj</b></p> <p><b>Marj Barbie</b></p> <p><b>Ian Ian Eilean</b></p>
<p><b>FINANCIAL REPORT:</b> Alison presented the monthly financial accounts.</p> <p><b>MOVED:</b> Graham moved and Clair seconded that cheques, electronic payments and DDs for July 2015, totalling \$9988.74 with adjustment for AUD conversion to NZD Hal Leonard rights for Little Shop of Horrors and final invoice from Hal Leonard for rights for Hairspray be approved for payment.</p> <p><b>Carried</b></p> <p><b>Arising:</b> Query the callout invoice from Sutherlands Security re kitchen nail / screw being dislodged.</p> <p><b>FEEDBACK FROM FINANCE MEETING</b> <b>Not held</b></p>	<p><b>Graham</b></p> <p><b>Graham</b></p> <p><b>Graham / team</b></p>
<p><b>CORRESPONDENCE:</b></p> <p><b>Inward:</b></p> <ul style="list-style-type: none"> <li>• Emails between Lesley Marsh and Ian have resulted in her accepting an invitation to work with the production team for Little Shop of Horrors.</li> <li>• Power Company Nova emails have provided quotes for supply. Return to Meridian to present alternative costings to renegotiate our supply.</li> <li>• Zone 1 – NAPTA – Annual General Meeting 1<sup>st</sup> August and Awards Night Planning 31<sup>st</sup> July.</li> </ul>	<p><b>Ian</b></p> <p><b>Marj</b></p> <p><b>Eilean / Penny</b></p>



<ul style="list-style-type: none"> <li>• Nunsense – provisionally April - Director ?Graham</li> <li>• Sound of Music – July / August - Director – Ian</li> <li>• Vicar of Dibley – November – Director – Pamela</li> </ul> <p><b>2017</b></p> <ul style="list-style-type: none"> <li>• Happy Days – February / March – Director - Margie</li> <li>• The Opposite Sex – August / September – Director - ?</li> <li>• Wizard of Oz – November – Director – Tane/Deanne?</li> </ul> <p><b>2018</b></p> <ul style="list-style-type: none"> <li>• Dreamgirls - February / March – Director - Zia</li> <li>• ????? - mid year – Director - ??</li> <li>• Joseph and the Amazing Technicolour Dreamcoat 1993 version UK – November / December – Director ??</li> </ul> <p><b>PRODUCTION REPORTS</b></p> <p><b>Current show: Silly Old Buggers</b>  Production team meeting held with aspects timelined and set.  Difficulties with rehearsal schedule as most of the cast have other commitments during this time. But they are managing to work around them at this time.</p> <p><b>Next show: Little Shop of Horrors</b>  Auditions by appointment to be held this weekend 25<sup>th</sup> and 26<sup>th</sup> July.</p> <p><b>Publicity &amp; Advertising:</b>  Nothing to report</p> <p><b>Grants &amp; Sponsorship:</b></p> <ul style="list-style-type: none"> <li>• Pub Charities funding of \$4000 approved so Curtains purchase and making firm has been notified. These should be installed before the end of August.</li> <li>• Funding to be requested through ASB for repairs to the dormer windows area. We have two builders’ quotes and the scaffolding quote. We have an understanding with Watco to complete the job with the Butyl finish.</li> </ul> <p><b>Lighting and Sound:</b>  We will need to change to LED lights in the near future which would assist with power savings. Also the dimmers are 30 years old and will need to be replaced. A funding grant will be needed for this.</p> <p><b>Wardrobe:</b>  Alison reported that we have a large hire to Tauraroa Area School through Debi Walters for her school show – The Jungle Book.</p> <p><b>Props:</b>  Hairspray props all returned.  Silly Old Buggers – will start the process July 26<sup>th</sup>.</p>	<p><b>Marj</b></p> <p><b>Ian</b></p> <p><b>Penny</b></p> <p><b>Penny</b></p> <p><b>Jason / Penny / Graham</b></p> <p><b>Pamela / Alison</b></p> <p><b>Barbie</b></p>
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<p><b>Show Management: Kitchen /Bar / FOH:</b></p> <ul style="list-style-type: none"> <li>• Marj expressed concerns over the lack of people volunteering to be ushers. She has made a provisional arrangement with People Potential to use some of their workers if the younger members are not forthcoming. It is felt that the older members who have been mainly volunteering have disabilities which prevent them from repeatedly going up and down the stairs of the auditorium.</li> <li>• No ushers are require for the next show SOBs, but will be needed for LSoH.</li> <li>• The moneys for door sales, programmes and bar from Hairspray were counted separately each morning after a performance. It is hoped that this will give us a clearer idea of where we are making / losing money in the FOH area.</li> <li>• Ian requested that those working in the kitchen be aware of and be able to make toasted sandwiches when ordered by patrons at the bar.</li> <li>• Ian will retrieve his float for the bar. This needs to be worked out before the next show as to how the \$500 float is provided. The \$50 programme float was provided through the treasurer, so this can remain for every show.</li> </ul> <p><b>Hireage:</b></p> <ul style="list-style-type: none"> <li>• St Andrews 31<sup>st</sup> July - a dinner – Marj to open</li> <li>• A Family function 8<sup>th</sup> August – Alison to open.</li> <li>• Rawson 15<sup>th</sup> August – Eilean</li> <li>• Henare – 28/29<sup>th</sup> August 21<sup>st</sup> Birthday</li> <li>• Helen Morton-Jones -3<sup>1st</sup> October – Jason to provide 4 cans</li> <li>• Beauty products – 3<sup>rd</sup> October</li> <li>• Possible Social Climbers January 7 / 8 / 9 yet to be confirmed.</li> </ul> <p>Hirages are now being charged the Sutherland Security fee for locking up and setting the alarm for late night events.</p> <p><b>Building</b></p> <ul style="list-style-type: none"> <li>• MOTION: Graham moved and Marj seconded that Whangarei Theatre Company applies for a grant to cover the cost of scaffolding and associated building works and the WATCO butyl finish. <b>Carried</b></li> <li>• Roof and Dormer windows to be done as soon as funding approval received.</li> <li>• The work at the side of the building is continuing.</li> </ul> <p><b>Social Events</b></p> <p>Planning a Quiz night 2<sup>nd</sup> October</p> <p>A Ball to be held to celebrate 70<sup>th</sup> Anniversary of the theatre in 2016, held early so that it can be promoted through the Endless Summer flyers and information books.</p>	<p><b>Marj</b></p> <p><b>Marj / Penny / Graham</b></p> <p><b>Eilean</b></p> <p><b>Graham / Ian</b></p> <p><b>Barbie</b></p> <p><b>Marj</b></p> <p><b>Alison</b></p> <p><b>Eilean</b></p> <p><b>Jason</b></p> <p><b>Penny / Graham</b></p> <p><b>Ian</b></p> <p><b>Tane &amp; team</b></p> <p><b>Tane &amp; team</b></p>
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<p>The Meeting closed at 9.15pm</p> <p><b>Next Meeting 24<sup>th</sup> August 2015 at 6.30pm</b></p>	
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Signed .....

Dated: 24<sup>th</sup> August 2015

Eilean Rawson, President, WTC